

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
TO PROVIDE A KINDERGARTEN ENTRY ASSESSMENT
ISSUED BY DELAWARE DEPARTMENT OF EDUCATION
RFP # DOE 2012-24**

I. Overview

The State of Delaware Department of Education, (DDOE) seeks **an Offeror to develop or provide tools for Delaware's Race to the Top Kindergarten Entry Assessment**. This request for proposals ("RFP") is issued pursuant to 29 *Del. C.* §§ 6981 and 6982.

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: May 21, 2012
Cut-off Date for Questions:	Date: May 30, 2012
Deadline for Receipt of Proposals	Date: June 18, 2012
Notification of Award	Date: July 16, 2012

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States. The State of Delaware reserves the right to deny any and all exceptions taken to the RFP requirements.

II. Scope of Services

The Delaware Department of Education (DOE) seeks to implement a common, statewide kindergarten entry assessment (KEA) that reaches all teachers and students by year 4 of the Race to the Top-Early Learning Challenge grant (Fall 2015). Specifically, the state is committed to implementing a KEA that is:

- Administered within the first 30 days of the kindergarten school year;
- Addresses all Essential Domains of School Readiness – language and literacy; cognition and general knowledge; approaches to learning; physical well-being; and motor development – and is aligned with Delaware’s Early Learning Foundations and the K-12 Common Core;
- Is developmentally, linguistically, and culturally appropriate for Delaware’s kindergarten-age population;
- Provides valid and reliable data for kindergarten children, including dual language learners and children with disabilities (demonstrated by a thorough bias and sensitivity review), for the following purposes:
 - Child-level data to classroom teachers that will inform individualized instruction and classroom practice in kindergarten and the early grades, as well as support services and interventions that may be required
 - Aggregate data for state and local policy-makers to assess the outcomes of the early childhood system, provide actionable information to drive future policy related to closing the readiness gap, and make resource allocation decisions (e.g., decisions regarding professional development, data systems, funding allocations, etc.)
- Is linked to the state’s longitudinal pupil data system, with the appropriate privacy and security protections; and
- Is aligned with the National Research Council’s recommendations on early childhood assessment.

Delaware’s plan to implement the KEA statewide by Fall 2015 is based upon the assumption that teachers will be most effective in implementing the KEA if they have the opportunity to incorporate the assessments on a subset of their students into their practice before being responsible for assessing every student in their classrooms. Therefore, all teachers will use the formative assessment system with 50% of their students during the first year of their participation, increasing to 100% of their students during the second year of the teacher’s participation.

Delaware will implement the KEA in 20% of classrooms within the first year of the grant (divided across two cohorts in 2012, to allow time to build awareness of the new systems and

capacity to implement), increasing to 60% of all classrooms in year 2, and 100% of all classrooms by year 3 (N = 500 classrooms).

In each participating classroom, kindergarten teachers will assess 50% of their students in year 1 of their participation, increasing to 100% of their students in their second year of participation. Thus, by the end of year 1, 10% of all Delaware kindergarten students will participate in the kindergarten entry assessment, increasing to 40% in year 2, 80% in year 3, and 100% in year 4 of the RTT-ELC grant.

The Offeror will provide a currently available kindergarten entry assessment, or design and develop a kindergarten entry assessment, for phased implementation to take place between September 2012 and September 2015. The Offeror will also agree to work closely with the DDOE's Education Research Partner who has been contracted to assist in the implementation of Delaware's KEA system. In particular, the Offeror will be expected to maintain regular communication with the Education Research Partner with regard to the status of data collected with the KEA tool(s) throughout full implementation, as well as be responsive to requests for information and collaboration that will assist in the evaluation of the KEA implementation (e.g., agreement to allow observation of and/or interviews with training staff or onsite coaches, coordination of data analysis efforts, etc.).

In the response to this RFP, Offerors should provide a detailed approach to accomplishing the following activities related to establishing a KEA system for Delaware:

Ensuring a comprehensive, efficient, and cost-effective KEA for Delaware

Offerors should describe the characteristics of the proposed kindergarten entry assessment instrument(s), including:

- The purposes for which the assessment was developed
- The developmental domains addressed in the assessment – language and literacy; cognition and general knowledge; approaches to learning; physical well-being; motor development
- The ages of the children for which the assessment is appropriate (e.g., if the tool is appropriate for children ages 3 to 5, or in older grades in addition to being appropriate for kindergartners)
- The timing of administration of the assessment (N.B.: Delaware seeks a KEA that can be administered within the first 30 school days of the kindergarten year)
- The amount of time per child needed to administer the assessment
- The amount and type of training required to administer the assessment with fidelity
- The additional qualifications required for individuals administering the assessment
- The assessment's data management system, including mode of data entry, security of data storage and data transfer, and in compliance with state data policies and regulations

- The assessment's reporting interface, including the types of reports produced for different purposes and audiences
- The availability of the assessment in languages other than English
- Accommodations for assessing children with special needs
- Psychometric information, including characteristics of the norming sample(s); evidence of content validity, construct validity, internal consistency reliability, convergent and divergent validity, predictive validity, inter-rater reliability and/or test-retest reliability; and the reliability and validity of the assessment for students from diverse cultures and languages, students with different socioeconomic backgrounds, and students with disabilities and special needs;
- The process or tool, if any, for gathering and incorporating parental/family input on a child's skills and development
- An option for electronic data entry during assessment
- The ability to make modifications to the tool based on state needs.

In addition, Offerors should describe the extent to which the instrument(s) enables teachers to provide rich, individualized information on children's readiness in the specified domains (language and literacy; cognition and general knowledge; approaches to learning; physical well-being; and motor development) within the KEA system while generally keeping the burden of data collection low. Offerors should describe how the proposed KEA maximizes the benefits to students, teachers, and parents, and minimizes the use of resources that would otherwise be available for instruction. In addition, Offerors should address cost-effectiveness of the proposed KEA system, including plans for training and ongoing support of teacher and district use of the KEA.

Alignment of the KEA with other data collection and systems

Offerors should indicate how they will align the KEA with Delaware's Early Learning Foundations, Delaware's kindergarten child-level performance goals, and the Common Core standards. In addition, Offerors should describe how they will link the KEA to Delaware's longitudinal pupil data system (the Data Dashboard), insuring appropriate privacy and security protections.

Training

Offerors should describe how they will design and implement a detailed Training Plan to train kindergarten teachers and other appropriate personnel (e.g., Assessment Directors, District Curriculum Directors) to use the assessment tool, enter data, access scores, and interpret the results according to the timeline noted below in Table 1 below. Please specify the maximum number of teachers that can be trained at one time, and the number of training sessions necessary to completely train one cohort of teachers for use of the KEA. Offerors should be prepared to provide at least two trainings per county, with training dates determined at the convenience of the district, within the summer weeks designated for training. The Training Plan will need to be shared with DDOE within one (1) week after award, and will need to be put into action with the first cohort of teachers within three (3) weeks of award. Offerors should demonstrate capacity to meet this tight timeline while maintaining quality services.

In addition, Offerors should describe their approach to designing and implementing a training of all early childhood educators and program coordinators that will help build awareness of the KEA and alignment with formative assessment efforts in early childhood settings. The training will be a component of comprehensive training designed by others and will take place in Years 3 and 4 of the grant period. All early childhood educators will be trained at the same level of intensity as kindergarten teachers (i.e., a maximum of two full days of training a year per early childhood educator). The goals of this ECE Training are a bit broader than the training for the kindergarten teachers mentioned above. For example, in addition to providing an overview of how the selected KEA tool works and what constructs are measured by the instrument(s), this training would focus on:

- Defining developmentally appropriate assessments along the early childhood continuum
- Administering formative assessments and integrating data into a plan for each child

Offerors should describe the format and content of the proposed ECE Training in response to this RFP.

Ongoing Support and Technical Assistance

Offerors should describe how they will provide ongoing professional development and support to teachers and school district leaders through the full implementation of the KEA in 2015. The nature of the ongoing support and the timing of this support should be clearly stated.

Reporting

The DDOE requires a web-based reporting system that has the capability to merge with existing electronic data systems housing assessment data for all Delaware students through a unique student ID. Offerors should describe the platform for the reporting system used for entering data and for reporting results from the KEA for different audiences. In particular, the DDOE is interested in understanding the degree to which the platform(s) is easy to use by teachers and district leaders for both data entry and for retrieving summary data. Offerors also should describe the types of reports for parents and other stakeholders provided by the reporting system.

Validation and Reliability Assessment of the KEA

Offerors should describe how they will ensure that the KEA is administered reliably by teachers throughout the scale-up of the KEA system's implementation over a three-year period. Offerors should also describe how they will assess the validity of the KEA, especially with regard to special subgroups including English language learners (ELLs), children with special needs, and low-income children in Delaware.

The selected vendor will be expected to assist with data analysis throughout the KEA statewide implementation. Offerors should be prepared to provide DDOE with technical reports on the functioning of the KEA within Delaware on an annual basis. Please describe the approach to producing these technical reports and describe the types of information the reports will include.

Communication

Offerors should describe how they will communicate information about the KEA to various community stakeholders. Avenues for such communication may include, but are not limited to,

demonstrations and presentations on the KEA tool to different audiences, including superintendents, teacher associations, teachers, principals, school district leaders, and parents.

Offerors should be prepared to maintain at least monthly communication with DDOE, the KEA Advisory Committee, and the DDOE's contracted Education Research Partner regarding the efforts to implement the KEA over the three-year period. Please describe the Offeror's approach for maintaining frequent and ongoing communication with these constituents, including frequency and mode of communication, and the type of content communicated.

Project Management

Offerors should describe how they will manage the activities and provide high-quality deliverables for this project within the proposed timeline (see Table 1). Please provide information on key personnel and their roles and responsibilities, the frequency and method of communication with the DDOE project officer, and how problems will be addressed.

Organizational Capabilities

Offerors should describe organizational capacity to conduct the scope of work outlined in this RFP within the timeframe noted. Please outline the qualifications of key staff proposed for this project and their percent effort on the project. Key staff should be expected to remain consistent throughout the life of the project, unless changes are agreed to by DDOE. Offerors should describe previous and/or current large district-level or statewide projects of similar scope. Please also provide up to three references for similar work; please provide full contact information and a brief description of the organization's role on the project.

Table 1. Timeline of Activities and Deliverables Related to Phased Implementation of Delaware's Kindergarten Entry Assessment (KEA)

Start Date	Activity	Deliverable/Implementation
Year 1 (Jan 2012- Dec 2012)		
<i>June</i>	RFP closes	
	Demonstrations by select prospective vendors	Presentation to DDOE and KEA Advisory Committee
	Vendor selected	
<i>July</i>	Contract finalized	
<i>1 week after award</i>		Detailed training plan delivered to DDOE
<i>July 23 – August 17</i>	Train 20% of teachers (Cohort 1 = 25 – 100 teachers) (Cohort 2 = remainder of 100 teachers)	
<i>Within first 30 school days of the kindergarten year</i>		Teachers in Cohorts 1 and 2 use tool with half of their students
<i>Monthly</i>	Communication with DDOE, KEA Advisory Committee and Research	Progress Reports

Start Date	Activity	Deliverable/Implementation
	Partner	
<i>Ongoing</i>	Professional development and support to teachers and school district leaders, including technical assistance on the data entry system	
<i>Ongoing</i>	Assist with data analysis	
<i>As needed</i>	Demonstrations and Presentations to various stakeholder groups	Presentations
Year 2 (Jan 2013 – Dec 2013)		
<i>April – June</i>	Communicate with Research Partner, DDOE, and KEA Advisory Committee	Presentation/Report Technical Report from Year 1 data: Reliability and Validity of the KEA
<i>Summer</i>	Train additional 40% of teachers (Cohort 3 = estimate 200 teachers, plus initial training of replacement teachers for previous cohorts)	
<i>Within first 30 school days of the kindergarten year</i>		Additional 40% of teachers using tool with half of their student; Cohorts 1 & 2 using tool with 100% of their students
		Technical Report (including any modifications to the KEA system based on information collected from Year 1 of implementation)
<i>Monthly</i>	Communication with DDOE, KEA Advisory Committee and Research Partner	Progress Reports
<i>Ongoing</i>	Professional development and support to teachers and school district leaders, including technical assistance on the data entry system	
<i>Ongoing</i>	Assist with data analysis	
<i>As needed</i>	Demonstrations and Presentations to various stakeholder groups	Presentations
Year 3 (Jan 2014 – Dec 2014)		
<i>Spring</i>	DDOE, Research Partner, & KEA Advisory Committee review data and information collected from Years 1-3 of KEA implementation	Presentation/Report Technical Report from Year 2 data: Reliability and Validity of the KEA
<i>Summer</i>	Train additional 40% of teachers (Cohort 4 = estimate 200 teachers, plus initial training of replacement teachers for previous cohorts)	
<i>September and</i>	Begin training all credentialed early	

Start Date	Activity	Deliverable/Implementation
<i>ongoing</i>	childhood educators and program coordinators in the assessment tool and alignment with early childhood formative assessments	
<i>Within first 30 school days of the kindergarten year</i>		Additional 40% of teachers using tool with half of their students; Cohorts 1-3 using tool with 100% of their students
<i>Monthly</i>	Communication with DDOE, KEA Advisory Committee and Research Partner	Progress Reports
<i>Ongoing</i>	Professional development and support to teachers and school district leaders, including technical assistance on the data entry system	
<i>Ongoing</i>	Assist with data analysis	
<i>As needed</i>	Demonstrations and Presentations to various stakeholder groups	Presentations
Year 4 (Jan 2015 – Dec 2015)		
<i>Summer</i>	Initial training of new kindergarten teachers and refresher training for teachers in previous cohorts	
<i>September and ongoing</i>	Continue training of all credentialed early childhood teachers and program coordinators not trained during Year 3 in the assessment tool and alignment with early childhood formative assessments	
<i>Within first 30 school days of the kindergarten year</i>		100% OF TEACHERS USING TOOL WITH 100% OF STUDENTS
<i>Ongoing</i>	Assist with data analysis	

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the State.

A. Minimum Requirements

1. Delaware business license:

Provide evidence of a Delaware business license or evidence of an application to obtain the business license.

2. Professional liability insurance:

Provide evidence of professional liability insurance in the amount of \$1,000,000.

3. Meets mandated requirements for timing of KEA administration:

Legislation is pending on the mandated timing of the KEA administration. The proposed timing is within 30 school days of the start of the kindergarten year.

B. General Partner/Evaluation Requirements

1. Suitability of the KEA in terms of purposes for which the instrument was designed, demonstrated coverage of developmental domains, and alignment with Delaware Early Learning Foundations, Kindergarten child-level performance goals, and the Common Core

- a) Suitability of administration within the first 30 school days of the kindergarten year
- b) Clear articulation of purpose(s) for which the instrument(s) were designed
- c) Coverage of school readiness domains
- d) Clear description of the data entry system, including mode of data entry during assessment
- e) Quality of evidence (either demonstrated or proposed to collect) of alignment with Early Learning Foundations and Delaware Kindergarten child-level performance goals
- f) Quality of evidence of alignment with the Common Core

2. Ease of use and compatibility with statewide data systems

- a) Length of time for KEA administration is reasonable and sensitive to teacher burden
- b) Has as a compatible web-based reporting system
- c) Suitability of reports for teachers, administrators, and parents

- d) Capability to merge data with state longitudinal pupil data systems
- 3. Quality of KEA in terms of demonstrated reliability and validity of the assessment for ELLs, children with disabilities and low-income children; availability of KEA in multiple languages**
 - a) Demonstrated method for ensuring teachers are scoring reliably
 - b) Norming sample is clearly defined
 - c) Psychometrics on norming sample are reported
 - d) Psychometrics for ELL population are reported, if available
 - e) Psychometrics for children with special needs are reported, if available
 - f) Psychometrics for low-income children are reported, if available
 - g) The Offeror specifies the languages in which the KEA is available
- 4. Provision of Training and Ongoing Support/Technical Assistance**
 - a) Demonstrated ability to conduct high-quality training of 100-200 teachers within a 4-week window each summer
 - b) Capacity to provide high-quality, ongoing refresher training throughout the life of the project
 - c) Capacity to provide high-quality training to all early childhood educators and program coordinators in Years 3 and 4 of the project
 - d) Demonstrated ability to provide high-quality technical assistance for assessment administration throughout the life of the project
 - e) Demonstrated ability to provide high-quality technical assistances for data entry and data reporting
 - f) Provision of contact information for references for whom the vendor has conducted similar work
- 5. Project Management Requirements**
 - a) Extensive project/program management experience with high level skills in stakeholder consultation and contract management
 - b) Ability to manage projects including several pieces of work simultaneously
 - c) Ability to manage the administrative aspects of support for boards and committees, including convening of large groups
 - d) Experience in providing accurate, timely verbal and written information to a variety of clients and effectively responding to client feedback by using information systems
 - e) Demonstrated ability in developing and utilizing management information systems to pro-actively manage projects and report on progress

6. **Experience with and Knowledge of Kindergarten Assessment and Child Development**
 - a) Demonstrated high level of leadership and team management in a state-level project focused on early childhood assessment.
 - b) Expertise in kindergarten readiness domains and associated assessment tools and administration techniques
 - c) Understanding of other states' and districts' practices in the area of kindergarten assessment
 - d) Experience working directly with schools/districts
7. **Budget narrative and cost-effectiveness**
 - a) Provision of a budget that matches the scope of work
 - b) Evidence of cost-effective practices and products
 - c) Provision of a clear budget narrative that matches the proposed budget

IV. Professional Services RFP Administrative Information

A. RFP Issuance

1. Obtaining Copies of the RFP

This RFP is available in electronic form through the DDOE website at <http://www.doe.k12.de.us/rfp/Listing/> and the State of Delaware Procurement website at <http://bids.delaware.gov/> Paper copies of this RFP will not be available.

2. Public Notice

Public notice has been provided in accordance with 29 *Del. C.* § 6981.

3. Assistance to Vendors with a Disability

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

4. RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the DDOE. Address all communications to the person listed below; communications made to other DDOE personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

Jim Hertzog
Education Associate, Accountability Resources
Delaware Department of Education
401 Federal Street, Suite #2
Dover, DE 19901-3639
Phone: 302-735-4090
Email: jhertzog@doe.k12.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

5. Consultants and Legal Counsel

The DDOE may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses. Bidders shall not contact these consultants or legal counsel on any matter related to the RFP.

6. Contact with State Employees

Direct contact with State of Delaware employees other than the DDOE Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting DDOE employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

7. Organizations Ineligible to Bid

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity, including subcontractors, currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

8. Exclusions

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

- a. Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b. Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;
- c. Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d. Has violated contract provisions such as:
 - 1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e. Has violated ethical standards set out in law or regulation; and
- f. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

B. RFP Submissions

1. Acknowledgement of Understanding of Terms

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 7 paper copies and 3 electronic copies on CD.

Proposals submitted in response to this RFP should be prepared and submitted in accordance with the following guidelines.

- Program abstract and narrative, limited to a total of 30 pages, not including the appendix;
- Typewritten;
- Line spacing of 1.5;

- Twelve-point font, using an easy-to-read font such as Arial, Times New Roman, etc.
- Charts and graphs may be single spaced and use no smaller than 10-point type;
- One-inch (1”) side, top, and bottom margins;
- Footer on each page with page number and the vendor name;
- Do not attach additional pages or information not requested in the application;
- Stapled (do not use binders or folders when submitting application).

All properly sealed and marked proposals are to be sent to the DDOE and received no later than **3 PM EST on June 18, 2012**. The outside of the proposal package must be clearly labeled “**RFP # DOE - 2012-24. Kindergarten Entry Assessment.**” The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**Emily Falcon, Director
Financial Reform Resources
Delaware Department of Education
401 Federal Street, Suite #2
Dover, DE 19901-3639**

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than **3 PM EST on June 18, 2012**. Any proposal received after this date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

3. Proposal Modifications

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

4. Proposal Costs and Expenses

The DDOE will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor’s conference, system demonstrations or negotiation process.

5. Proposal Expiration Date

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through December 31, 2012. DDOE reserves the right to ask for an extension of time if needed.

6. Late Proposals

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

7. Proposal Opening

DDOE will receive proposals until the date and time shown in this RFP. Proposals will be opened only in the presence of the DDOE personnel. Any unopened proposals will be returned to Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing vendors prior to contract award.

8. Non-Conforming Proposals

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within DDOE.

9. Concise Proposals

DDOE discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. DDOE's interest is in the quality and responsiveness of the proposal.

10. Realistic Proposals

It is the expectation of DDOE that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

DDOE shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

11. Confidentiality of Documents

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than DDOE/Proposal Evaluation Team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

DDOE is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all of DDOE's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by DDOE and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, DDOE will open the envelope to determine whether the procedure described above has been followed.

12. Multi-Vendor Solutions (Joint Ventures)

Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "**prime contractor**". The "**prime contractor**" must be the joint venture's contact point for DDOE and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor's systems. If a joint venture is proposed, a copy of the joint venture agreement clearly describing the responsibilities of the partners must be submitted with the proposal. Services specified in the proposal shall not be subcontracted without prior written approval by DDOE, and approval of a request to subcontract shall not in any way relieve Vendor of responsibility for the professional and technical accuracy and adequacy of the work. Further, vendor shall be and remain liable for all damages to DDOE caused by negligent performance or non-performance of work by its subcontractor or its sub-subcontractor.

Multi-vendor proposals must be a consolidated response with all costs included in the cost summary. Where necessary, RFP response pages are to be duplicated for each vendor.

a. Primary Vendor

The DDOE expects to negotiate and contract with only one “prime vendor”. DDOE will not accept any proposals that reflect an equal teaming arrangement or from vendors who are co-bidding on this RFP. The prime vendor will be responsible for the management of all subcontractors.

Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

Nothing in this section shall prohibit DDOE from the full exercise of its options under Section IV.B.16 regarding multiple source contracting.

b. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by DDOE.

c. Multiple Proposals

A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals.

13. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by DDOE.

14. Discrepancies and Omissions

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify DDOE's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

a. RFP Question and Answer Process

DDOE will allow written requests for clarification of the RFP. All questions will be consolidated into a single set of responses and posted on the State's website at <http://www.doe.k12.de.us/rfplisting/> by 12:00 PM each Friday. Vendors' names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number
Paragraph number
Page number
Text of passage being questioned
Question

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word. Questions must be filed no later than midnight on May 30, 2012. Questions received after that time will not be considered. A copy of the questions and answers will be posted on <http://bids.delaware.gov>

15. State's Right to Reject Proposals

DDOE reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in DDOE's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as DDOE may deem necessary in the best interest of the State of Delaware.

16. State's Right to Cancel Solicitation

DDOE reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. DDOE makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by DDOE. Vendor's participation in this process may result in DDOE selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by DDOE to execute a contract nor to continue negotiations. DDOE may terminate negotiations at any time and for any reason, or for no reason.

17. State's Right to Award Multiple Source Contracting

Pursuant to 29 *Del. C.* § 6986, DDOE may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of DDOE.

18. Notification of Withdrawal of Proposal

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by DDOE prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

Proposals become the property of DDOE at the proposal submission deadline. All proposals received are considered firm offers at that time.

19. Revisions to the RFP

If it becomes necessary to revise any part of the RFP, an addendum will be posted on DDOE's website at <http://www.doe.k12.de.us/rfp/Listing/> and <http://bids.delaware.gov>. DDOE is not bound by any statement related to this RFP made by any State of Delaware employee, contractor or its agents.

20. Exceptions to the RFP

Any exceptions to the RFP, or DDOE's terms and conditions, must be highlighted and included in writing in the proposal. Acceptance of exceptions is within the sole discretion of the evaluation committee.

21. Award of Contract

The final award of a contract is subject to approval by DDOE. DDOE has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

Notice in writing to a vendor of the acceptance of its proposal by DDOE and the subsequent full execution of a written contract will constitute a contract, and no

vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

a. RFP Award Notifications

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, DDOE will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

It should be explicitly noted that DDOE is not obligated to award the contract to the vendor who submits the lowest bid or the vendor who receives the highest total point score; rather the contract will be awarded to the vendor whose proposal is the most advantageous to DDOE. The award is subject to the appropriate DDOE approvals.

After a final selection is made, the winning vendor will be invited to negotiate a contract with DDOE; remaining vendors will be notified in writing of their selection status.

C. RFP Evaluation Process

- a. An evaluation team composed of representatives of DDOE will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

DDOE reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner any and all information that DDOE may deem necessary to make a decision.

1. Proposal Evaluation Team

The Proposal Evaluation Team shall be comprised of representatives of the key stakeholder groups, including teachers, school administrators and DDOE. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 *Del. C.* §§ 6981 and 6982. The Team may negotiate with one or more vendors during the same period and may, at its discretion, terminate negotiations with any or all vendors. The Team shall make a recommendation regarding the award to the Delaware Secretary of Education, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § 6982, to award a contract to the successful vendor in the best interests of the State of Delaware.

2. Proposal Selection Criteria

The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by DDOE to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 *Del. C.* §6986.

a. Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. Please see scoring rubric for this RFP in Appendix C.

3. Proposal Clarification

The Evaluation Team may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

4. References

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, DDOE may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, DDOE will pay travel costs only for State of Delaware personnel for these visits.

5. Oral Presentations

Selected vendors may be invited to make oral presentations to the Evaluation Team. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.

All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for DDOE are the vendor's responsibility.

D. Contract Terms and Conditions

1. General Information

- a. The term of the contract between the successful bidder and the State shall be for 3 years, with 3 possible extensions for a period of one year for each extension.
- b. The selected vendor will be required to enter into a written agreement with DDOE. DDOE reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by DDOE. Vendors will be required to sign the contract for all services, and may be required to sign additional agreements.
- c. The selected vendor or vendors will be expected to enter negotiations with DDOE, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP and the selected vendor's response to this RFP will be incorporated as part of any formal contract.

- d. DDOE's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.
- e. The successful vendor shall promptly execute a contract incorporating the terms of this RFP. No vendor is to begin any service prior to receipt a State of Delaware purchase order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful vendor.
- f. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.

2. Collusion or Fraud

Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

3. Lobbying and Gratuities

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a State of Delaware employee or agent of the State of Delaware concerning this RFP or the award of a contract resulting from this RFP shall have their proposal immediately rejected and shall be barred from further participation in this RFP.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFP upon agreement or

understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, DDOE shall have the right to annul any contract resulting from this RFP without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with State of Delaware employees, contractors or agents of the State of Delaware concerning this RFP shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFP.

4. Solicitation of State Employees

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the State of Delaware to leave the State of Delaware's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the State of Delaware's contracting officer. Solicitation of State of Delaware employees by a vendor may result in rejection of the vendor's proposal.

This paragraph does not prevent the employment by a vendor of a State of Delaware employee who has initiated contact with the vendor. However, State of Delaware employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

5. General Contract Terms

a. Independent contractors

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party, or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at DDOE's discretion as to the location of work for the contractual support personnel during the project period. DDOE shall provide working space and sufficient supplies and material to augment the Contractor's services.

b. Non-Appropriation

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the

expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

c. Licenses and Permits

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* § 2301.

Prior to receiving an award, the successful vendor shall either furnish DDOE with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject vendor to applicable fines and/or interest penalties.

d. Notice

Any notice to DDOE required under the contract shall be sent by registered mail to:

Jim Lesko, Ed.D
Director Early Development and Learning
Delaware Department of Education
401 Federal Street, Suite #2
Dover, DE 19901-3639
Phone: 302-735-4295
Email: jlesko@doe.k12.de.us

e. Indemnification

1) General Indemnification.

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, DDOE, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims

or liabilities are based upon acts or failures to act attributable, in whole or part, to the State, its employees or agents.

2) Proprietary Rights Indemnification

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware or DDOE, the State of Delaware or DDOE shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware or DDOE against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- (a) Procure the right for DDOE to continue using the Product(s);
- (b) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- (c) Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that DDOE agrees to and accepts in writing.

f. Insurance

- 1) Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their negligent performance under this contract.
- 2) The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.
- 3) During the term of this contract, the vendor shall, at its own expense, carry insurance minimum limits as follows:

a.	Comprehensive General Liability	\$1,000,000
b.	Professional Liability/Misc. Error & Omissions/Product Liability	\$1,000,000/\$3,000,000

If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverages, secure at its own expense the following coverage:

a.	Automotive Liability (Bodily Injury)	\$100,000/\$300,000
b.	Automotive Property Damage (to others)	\$ 25,000

- 4) The vendor shall provide a certificate of insurance as proof that the vendor has the required insurance.

g. Performance Requirements

The selected Vendor will warrant that it possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

h. Warranty

The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the State's requirements.

i. Costs and Payment Schedules

All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of DDOE. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

DDOE will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. DDOE may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

j. Penalties

DDOE may include in the final contract penalty provisions for non-performance, such as liquidated damages.

k. Termination for Cause

If for any reasons, or through any cause, the Vendor fails to fulfil in timely and proper manner his obligations under the contract, or if the Vendor violates any of the covenants, agreements or stipulations of the contract, DDOE shall thereupon have the right to terminate the contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of DDOE, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is useable to DDOE.

l. Termination for Convenience

DDOE may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the contract shall, at the option of DDOE, become its property, and the Vendor shall be entitled to compensation for any satisfactory work completed on such documents and other materials which is useable to DDOE. If the contract is terminated by DDOE as so provided, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed

bear to the total services of the Vendor as covered by the contract, less payments of compensation previously made. Provided however, that if less than 60 percent of the services covered by the contract have been performed upon the effective date of termination, the Vendor shall be reimbursed (in addition to the above payment) for that portion of actual out of pocket expenses (not otherwise reimbursed under the contract) incurred by the Vendor during the contract period which are directly attributable to the uncompleted portion of the services covered by the contract.

m. Non-discrimination

In performing the services subject to this RFP the vendor will agree that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful vendor shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

n. Covenant against Contingent Fees

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty DDOE shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

o. Vendor Activity

No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

p. Work Product

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the State. The vendor will seek written permission to use any product created under the contract.

q. Contract Documents

The RFP, the purchase order, the executed contract and any supplemental documents between DDOE and the successful vendor shall constitute the contract between DDOE and the vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, State of Delaware's RFP, Vendor's

response to the RFP and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between DDOE and the vendor.

r. Applicable Law

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.

In submitting a proposal, Vendors certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

- 1) the laws of the State of Delaware;
- 2) the applicable portion of the Federal Civil Rights Act of 1964;
- 3) the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- 4) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- 5) that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any vendor fails to comply with (1) through (5) of this paragraph, DDOE reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

s. Scope of Agreement

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

t. Other General Conditions

- 1) **Current Version** – “Packaged” application and system software shall be the most current version generally available as of the date of the physical installation of the software.

- 2) **Current Manufacture** – Equipment specified and/or furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest design. All material and equipment offered shall be new and unused.
- 3) **Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.
- 4) **Prior Use** – DDOE reserves the right to use equipment and material furnished under this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by DDOE.
- 5) **Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.
- 6) **Regulations** – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.
- 7) **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of DDOE.
- 8) **Additional Terms and Conditions** – DDOE reserves the right to add terms and conditions during the contract negotiations.

u. Technology Standards

The selected vendor shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by it, its subcontractors and its and their principals, officers, employees and agents under this Agreement. Vendor shall provide system diagrams in accordance with State Architecture requirements at <http://extranet.dti.state.de.us/information/arb/templates.shtml> In performing the specified services, Vendor shall follow practices consistent with generally accepted professional and technical standards. Vendor shall be responsible for ensuring that all services, products and deliverables furnished pursuant to this Agreement comply with the standards promulgated by the Department of Technology and Information ("DTI") published at <http://dti.delaware.gov/information/standards-policies.shtml>, and as modified from time to time by DTI during the term of this Agreement. Vendor will integrate all delivered services and systems with the DDOE Identity Management System and Single-Sign On system. If any service, product or deliverable furnished pursuant to this Agreement does not conform with DTI

standards, Vendor shall, at its expense and option either (1) replace it with a conforming equivalent or (2) modify it to conform with DTI standards. Vendor shall be and remain liable in accordance with the terms of this Agreement and applicable law for all damages to DDOE caused by Vendor's failure to ensure compliance with DTI standards.

D. RFP Miscellaneous Information

1. No Press Releases or Public Disclosure

Vendors may not release any information about this RFP. DDOE reserves the right to pre-approve any news or advertising releases concerning this RFP, the resulting contract, the work performed, or any reference to DDOE with regard to any project or contract performance. Any such news or advertising releases pertaining to this RFP or resulting contract shall require the prior express written permission of DDOE.

2. RFP Reference Library

DDOE has made every attempt to provide the necessary information within this RFP. DDOE will make the reference library available only to the winning bidder.

3. Definitions of Requirements

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, *will* and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFP. Failure to respond to a mandatory requirement may cause the disqualification of the vendor's proposal.

4. Production Environment Requirements

DDOE requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by at least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.

5. Office of Minority and Women Business Enterprise

Minority and women business enterprises are encouraged to visit <http://gss.omb.delaware.gov/omwbe/index.shtml>



Appendix A: Offeror Proposal Cover Page

Vendor: _____

Project Manager

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Total cost of proposed services: \$ _____

Certification by Authorized Institutional Official:

The vendor certifies that to the best of his/her knowledge the information in this proposal is correct, that the filing of this application is duly authorized by the governing body of the organization or institution, and that the vendor will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date



Delaware Department of Education

Appendix B: Case Reference for Offeror Services

Please submit this form for each of the three case references. Responses for each case may be up to two pages long.

Vendor: _____

Case Reference Organization Name: _____

Case Reference Contact:

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Brief Description of Engagement and Results (with similarities and differences from Delaware requirements highlighted):



Appendix C: KEA RFP Scoring Rubric

Criteria	Scoring	Total Points Possible
1. Suitability of the KEA in terms of purposes for which the instrument was designed, demonstrated coverage of developmental domains, and alignment with Delaware Early Learning Foundations, Kindergarten child-level performance goals, and the Common Core	<ul style="list-style-type: none">• Suitable for administration within the first 30 school days of the kindergarten year (3 points)• Designed to inform individualized instruction (2 points)• Designed to provide actionable information at the state and local levels (2 points)• Covers all 5 school readiness domains (3 points)• Has an option of electronic data entry during assessment (2 points)• Quality of evidence (either demonstrated or proposed to collect) of alignment with Early Learning Foundations and Delaware Kindergarten child-level performance goals (4 points)• Quality of evidence of alignment with the Common Core (4 points)	20
2. Ease of use and compatibility with statewide data systems	<ul style="list-style-type: none">• Length of time for KEA administration is reasonable and sensitive to teacher burden (2 points)• Has as a compatible web-based reporting system (2 points)	10

Criteria	Scoring	Total Points Possible
	<ul style="list-style-type: none"> Provides suitable reports for teachers, administrators, and parents (2 points) Capability to merge data with state longitudinal pupil data systems (4 points) 	
3. Quality of KEA in terms of demonstrated reliability and validity of the assessment for ELLs, children with disabilities and low-income children; availability of KEA in multiple languages	<ul style="list-style-type: none"> Demonstrated method for ensuring teachers are scoring reliably (3 points) Norming sample is clearly defined (1 point) Psychometrics on norming sample are reported and fall within acceptable ranges - see chart below (3 points) Psychometrics for ELL population are reported and are within acceptable ranges – see chart below (2 points) Psychometrics for children with special needs are reported and are within acceptable ranges – see chart below (2 points) Psychometrics for low-income children are reported and are within acceptable ranges – see chart below (2 points) KEA available in multiple languages; languages specified (2 points) 	15
4. Provision of Training and Ongoing Support/Technical Assistance	<ul style="list-style-type: none"> Demonstrated ability to conduct high-quality training of 100-200 	20

Criteria	Scoring	Total Points Possible
	<p>teachers within a 4-week window each summer (4 points)</p> <ul style="list-style-type: none"> • Capacity to provide high-quality, ongoing refresher training throughout the life of the project (4 points) • Capacity to provide high-quality training to all early childhood educators and program coordinators in Years 3 and 4 of the project (4 points) • Demonstrated ability to provide high-quality technical assistance for assessment administration throughout the life of the project; check references (4 points) • Demonstrated ability to provide high-quality technical assistances for data entry and data reporting; check references (4 points) 	
5. Project Management Experience	<ul style="list-style-type: none"> • Extensive project/program management experience with high level skills in stakeholder consultation and contract management(2 points) • Guarantee of consistent staffing of Project Manager and Technical Support Staff throughout the life of the project, unless changes are 	10

Criteria	Scoring	Total Points Possible
	<p>agreed to by DDOE (2 points)</p> <ul style="list-style-type: none"> • Ability to manage several pieces of work simultaneously (2 points) • Experience in providing accurate, timely verbal and written information to a variety of clients and effectively respond to feedback ; check references (2 points) • Demonstrated ability in developing and utilizing management information systems to proactively manage projects and report on progress (2 points) 	
6. Experience with Kindergarten Entry Assessment and Use of Proposed Tool and Services by Other States or School Systems; Quality of references from other school systems	<ul style="list-style-type: none"> • Demonstrated high level of leadership and team management in a state-level project focused on early childhood assessment (4 points) • Expertise in kindergarten readiness domains and associated assessment tools and administrative techniques (4 points) • Understanding of states' and districts' practices in the area of kindergarten assessment (3 points) • Experience working directly with schools/districts; check references (4 points) 	15

Criteria	Scoring	Total Points Possible
7. Budget narrative and cost-effectiveness	<ul style="list-style-type: none"> • Budget is clearly articulated by task and by year (1 point) • Budget matches the scope of work (1 point) • Budget demonstrates cost-effectiveness in terms of staffing and project activities (5 points) • Budget narrative is clear and provides adequate justification for expenses (3 points) 	10

Psychometric Scoring Criteria

These psychometric scoring criteria are from Halle, Zaslow, Wessel, Moodie & Darling-Churchill (2011). Full citation is immediately below:

Halle, T., Zaslow, M., Wessel, J., Moodie, S., and Darling-Churchill, K. (2011). *Understanding and Choosing Assessments and Developmental Screeners for Young Children: Profiles of Selected Measures*. Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

Type of Reliability or Validity	Description and Source of Evidence Used to Establish Criteria	Criterion and Terminology Used
Construct Validity	<p>Measured by examining associations between subscales within the assessment or screener instrument. Also measured by examining associations between subscale scores and child characteristics, such as age.</p> <p>No established standard in the field</p>	<p>0.50 or higher=strong/high 0.30 – 0.49=moderate 0.29 or below=weak/low</p>
Content Validity	Measured by whether tool was reviewed by experts to determine if content reflects what the assessment or developmental screener is supposed to be measuring	Content was or was not reviewed by experts
Convergent/Concurrent Validity	<p>Measured by correlating the scores of the assessment/ developmental screener with scores on other assessments/ developmental screeners of similar content to determine the strength of relationships between the two</p> <p>Source: Administration for Children and Families (2003)</p>	<p>0.50 or higher=strong/high 0.30 – 0.49=moderate 0.29 or below=weak/low</p>
Predictive Validity	Measured by correlating the scores of the assessment/ developmental screener with	0.40 or higher=provides evidence that measure may predict to later achievement

Type of Reliability or Validity	Description and Source of Evidence Used to Establish Criteria	Criterion and Terminology Used
	<p>scores on later assessments to determine how well the assessment/developmental screener predicts to later achievement or development</p> <p>Source: Administration for Children and Families (2003)</p>	0.39 or below=does not provide evidence that measure predicts to later achievement
Sensitivity	<p>Measured by how often the developmental screener correctly identifies children at risk for developmental delays</p> <p>Source: Council on Children with Disabilities (2006)</p>	<p>0.90 or higher=high</p> <p>0.70 – 0.89=moderate</p> <p>0.69 or below=low</p>
Specificity	<p>Measured by how often the developmental screener correctly identifies children not at risk for developmental delays</p> <p>Source: Council on Children with Disabilities (2006)</p>	<p>0.90 or higher=high</p> <p>0.70 – 0.89=moderate</p> <p>0.69 or below=low</p>
Internal Consistency Reliability	<p>Measured by correlating items within a construct to determine the interrelatedness of the items</p> <p>No established standard in the field</p>	<p>0.70 or higher=acceptable</p> <p>0.69 or below=low/weak</p>
Interrater Reliability	<p>Measured by the level of agreement between two raters when assessing the same children</p> <p>No established standard in the field</p>	<p>0.80 or higher=acceptable</p> <p>0.79 or below=low/weak</p>

Type of Reliability or Validity	Description and Source of Evidence Used to Establish Criteria	Criterion and Terminology Used
Test-Retest Reliability	<p>Measured by correlating the scores on two administrations of the same assessment/ developmental screener given to the same child within a short period of time to determine consistency</p> <p>No established standard in the field</p>	<p>0.70 or higher=acceptable (across a period of three months or less)</p> <p>0.69 or below=low/weak</p>